

FEES FOR SERVICES

STORAGE, PER CUBIC FT, PER MONTH	.31
TAPE STORAGE, PER INCH, PER MONTH	.55
RETRIEVALS, BOXES/FILES EACH	1.00
DELIVERY/PICK-UP PER HOUR AVERAGE TIME (15 MIN.)	25.00
SHREDDING (7 BOXES AVG. PER HR)	25.00
MICROFILMING PER IMAGE (B & H AUTO EXPOSURE 35MM)	.103
IMAGING SERVICES PER IMAGE	.106
FILM PROCESSING 16MM 100' ROLL	7.24
FILM INSPECTING 16MM 100' ROLL	10.64
FICHE JACKETING PER JACKET	.859
FICHE JACKET TITLING PER JACKET	.798
FILM TO PAPER PER IMAGE	. 50
BURNING A CD OR DVD PER EACH	1.60
FILENET IMAGING	.106

**FOR A COMPLETE LIST OF OUR FEES
SEE WEBSITE:**

sos.mt.gov/records/fees

SECRETARY OF STATE RECORDS & INFORMATION MANAGEMENT ADDRESS AND CONTACTS

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**Secretary of State
Linda McCulloch
sos.mt.gov**

**RECORDS AND
INFORMATION
MANAGEMENT**

RECORDS AND INFORMATION MANAGEMENT

SOS Records and Information Management (SOS-RIM) is responsible for storing, accessing, microfilming, scanning, preserving, and disposing of public documents generated by state and local governments. It plays an essential role helping to ensure continuity and accountability in government.

Our goals are to establish guidelines for inventorying, cataloging, retaining, and transferring public records. Information is gathered and disseminated on all phases of records management, including current practices, methods, procedures and devices for efficient and economical management of records. A central document conversion section and the state records center are operated on a cost recovery basis, offering competitively priced services and secure storage. Upon request, this office will assist and advise in the establishment of a records management program, and offers many training opportunities. The Secretary of State Records and Information Management's powers and duties are established in MCA 2-6-203.

State law requires state agencies and local governments to retain public records for varying lengths of time, using officially adopted state, agency-specific and local government retention schedules.

STATE RECORDS CENTER

SOS-RIM administers the State Records Center, using a records management software program (SIMPLE) to oversee all inventory controls. This bar-code system tracks box and file locations, essential value of documents, and all retention and disposal events. Plus, scanner capabilities track check-out and return activity. With the SIMPLE program, records are managed as soon as brought on location through the later stages of their lifecycle (storage/disposal/archiving).



The newest addition to the Records Center is its off-site, back-up Tape Vault. The vault is a clean, secured & cost effective location for network backup tapes.

Services Provided

- Secure Records Storage
- Back-up tape rotation (daily/weekly)
- Pickup and Delivery
- On-site paper shredding
- Records disposal services
- Sale of new storage boxes
- Barcode automation

DOCUMENT CONVERSION

The Document Conversion Section provides services which save agencies money via conversion processes to condensed media. As well as, helps agencies and local government offices meet preservation and essential records off site, back-up requirements.

Services Provided

- Document Imaging (scanning & indexing)
- Digital Image to Microfilm Conversion
- Film/Image to Paper Conversion
- Long-Term/Permanent Storage
- Document Microfilming (letter-sized to large format)
- Free Cost Estimates
- Interagency Agreements
- Film Process & Inspection
- Jacketing & Titling Microfiche
- Film/Fiche Duplication

